

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **CUSTODIAN
CUSTODIAN II**

DEPARTMENT: **PROPERTY AND ENVIRONMENTAL MANAGEMENT**

BASIC FUNCTION:

Under general supervision, be responsible for the care, cleaning, and maintenance of city facilities; act as a liaison between the city and organizations that provide contract services; and to perform all other related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The Custodian II class is distinguished from the Custodian class in that this class is required to plan and coordinate the work of the custodial operations. This class is designated as the lead level and is distinguished from the Supervisor level which is responsible for supervising all unit staff involved in cleaning and maintenance and is classified as a management level position.

KEY RESPONSIBILITIES:

Act as a liaison between the city and agencies that provide contract custodial services;
Conduct general training such as custodial techniques and procedures and safe working practices;
Maintain inventory of custodial supplies, materials, and equipment;
Sweep, vacuum, mop, wax, and polish floors;
Dust and polish furniture, woodwork, fixtures, countertops and equipment;
Clean windows, walls and blinds;
Empty and clean waste receptacles;
Clean and maintain supplies in restrooms;
Move and arrange furniture and equipment and set up rooms for special meetings or events;
Replace lights and adjust shades and blinds;
Lock and unlock doors;
Pick up papers and other debris;
Perform a variety of routine jobs related to custodial services;
Serve as backfill for the department as needed;
Respond to requests for services per supervisor's instruction and/or direction;
Perform minor maintenance of custodial equipment.

QUALIFICATIONS:

Knowledge of:

Methods, materials, and equipment used in building housekeeping and light duty maintenance work;
Safe work practices.

Ability to:

Coordinate and schedule custodial maintenance of city facilities;
Train other custodial staff;
Maintain related records;
Work nights and odd shifts as required;
Clean and care for assigned areas and equipment;
Use a variety of custodial equipment and materials;
Understand and carry out verbal and written directions;
Establish and maintain cooperative relationships with those contacted in the course of work;
Practice city policies and procedures regarding custodial maintenance;
Work independently;
Demonstrate safe work practices.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to graduation from high school and two years experience performing duties comparable to those of a custodian.

SPECIAL REQUIREMENT:

Possession of an appropriate California Driver's License.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office and cleaning equipment; and reach with hands and arms. Positions in this class typically require: bending, balancing, stooping, kneeling, crouching, reaching, walking, lifting, fingering, talking, climbing, seeing and repetitive motions.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; and interact with staff, vendors, and others encountered in the course of work.

Incumbents are regularly required to lift, move furniture, move packages and objects that may weigh up to 50 pounds. When performing work either inside or outside a facility incumbents are subject to cleaning materials and supplies, chemicals, oils, and inadequate lighting.

APPROVED: July 2010